

QUALITY ASSURANCE AUDIT CHECKLIST

Auditor:	Date:
Manufacturer:	
Location:	

No.	Audit Questions	Ref	YES	NO
1	Does the Organization have a documented Quality Assurance Program?	2.1	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the Quality Manual clearly define responsibility and authority?	3.1	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the Quality Manual revised at planned intervals not to exceed 12 months?	4.1	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the Manual provide for means to control and record how the product is to be identified in compliance with the NOA?	5.1	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the Quality Manual provide means for the finished product to be traced back to the production and quality control records at the manufacturing facility?	5.2	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the Quality Manual include a production flowchart or a description of production methods, describing the process by which the product is manufactured?	6.1	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the Quality Manual contain a product description, specifications, assembly drawings and manufacturing tolerances?	6.2	<input type="checkbox"/>	<input type="checkbox"/>
8	Does the manufacturer have established procedures to conduct, as a minimum, incoming material, work in progress, and final inspections against the criteria for product acceptance?	6.4 & 8.2	<input type="checkbox"/>	<input type="checkbox"/>
9	Does the quality manual provide for means to determine the monitoring and measurements to be undertaken, and the monitoring and measuring devices needed to provide evidence of product conformity to predetermined requirements?	11	<input type="checkbox"/>	<input type="checkbox"/>
10	Does the manufacturer identify adequate measuring and test equipment, where necessary, to ensure valid results and measurement?	11.2	<input type="checkbox"/>	<input type="checkbox"/>
11	Are records of the result of the calibration maintained?	11.3	<input type="checkbox"/>	<input type="checkbox"/>
12	Does the manufacturer have means to ensure that corrective actions taken identify and eliminate the cause of nonconformities in order to prevent recurrence?	7.3	<input type="checkbox"/>	<input type="checkbox"/>
13	Does the manufacturer have established procedures to handle and respond to field complaints involving Miami-Dade County approved products brought by a Building Official or a Product Control Inspector?	7.4	<input type="checkbox"/>	<input type="checkbox"/>
14	Do purchasing records describe the product to be purchased, including when appropriate any requirements from the product approval, procedures, processes and equipment?	8.1	<input type="checkbox"/>	<input type="checkbox"/>
15	Does the manufacturer provide means to ensure the conformity of the product and its constituent parts including identification, handling, packaging and protection?	9.1	<input type="checkbox"/>	<input type="checkbox"/>
16	Does the manufacturer provide means to ensure that nonconforming products are identified and controlled to prevent their unintended use or delivery?	10.1	<input type="checkbox"/>	<input type="checkbox"/>
17	Does the manufacturer have established a documented procedure for the identification, storage, protection, retrieval, retention time and disposition of records?	12.3	<input type="checkbox"/>	<input type="checkbox"/>
18	Does the manufacturer have means to readily provide a copy of the entire NOA to the auditor and/or inspector upon request at the manufacturing facility, distribution center, or at the field?	7.5	<input type="checkbox"/>	<input type="checkbox"/>
19	Does the Advertising of a Miami-Dade County approved products on any media conforms to the NOA page requirements?	12.5	<input type="checkbox"/>	<input type="checkbox"/>

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